

Basic Functionality

Your school or company has just moved one of your SMART Board[™] interactive whiteboards into a new room because you were unable to access the Internet from the old location. You will be the first person to use the interactive whiteboard in the new environment and will be showing everyone how to use it and the Internet together.

You have learned through experience that whenever a piece of technology gets moved, it's a good idea to test it before you deliver a lesson or presentation. The computer, interactive whiteboard and projector appear to be working properly when you turn everything on. However, when you touch the interactive whiteboard your cursor appears a few inches away from your finger press.

Orienting your SMART Board interactive whiteboard

You remember that when the projector or interactive whiteboard moves location, you should orient the board. This action will tell the computer where the image of the desktop is being displayed on the surface of the interactive whiteboard.

- 1 To orient the interactive whiteboard, press and hold the **keyboard** button and the **control-click** button simultaneously until the Orientation screen appears



Pen-tray buttons



Pen-tray buttons

- 2 Begin the orientation process at the upper-left corner of the Orientation screen. Press your finger or pen tool firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic.



The Orientation screen

NOTE: The point registers when you remove your finger, not when you first touch the Orientation screen.

Testing basic functionality

It's a good idea to test the basic functionality of your interactive whiteboard to ensure all the applications you will be using to deliver your lesson or presentation are working properly.

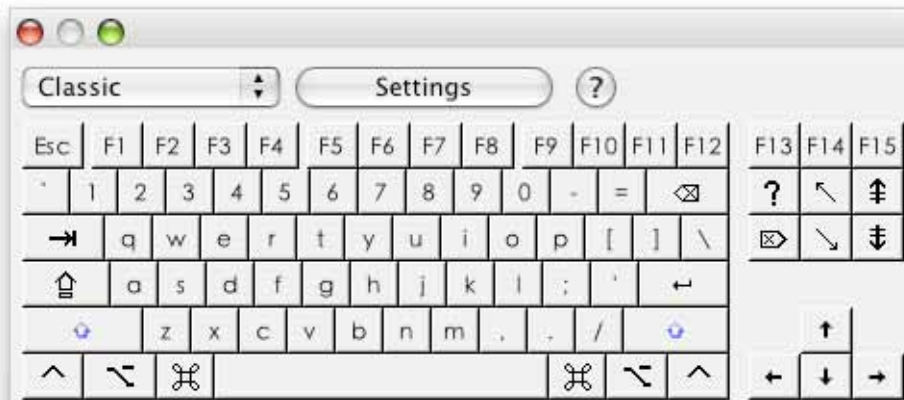
- 1 Using your finger, press on the Internet browser icon in the Dock to launch your Internet browser
- 2 Press the **On-Screen Keyboard** button on the SMART Pen Tray



- 3 Press once inside your Internet browser's address bar to select the website address



- 4 Using the On-Screen Keyboard, type *www.google.com*

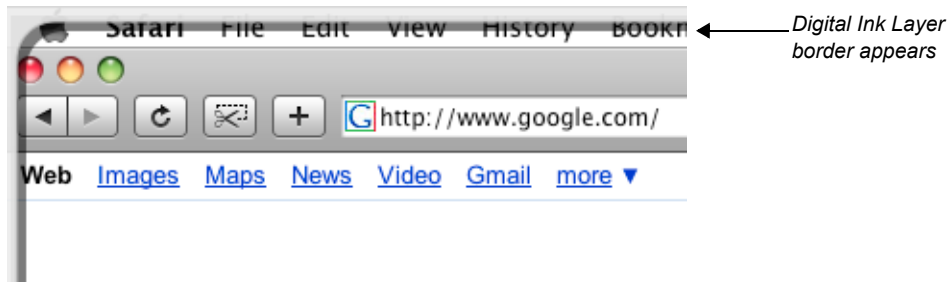


NOTE: The On-Screen Keyboard is a single point of contact; touch-typing or keystroke combinations are not possible.

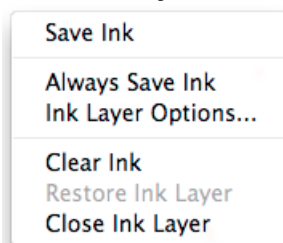
- 5 Press the **Return** button on the On-Screen Keyboard

- 6 You know you will be writing notes directly over the Google™ search engine webpage during your lesson or presentation to highlight key points.

Pick up a pen tool from the pen tray. The Digital Ink Layer appears, shown by a visible border around the desktop. The border indicates you can write on the desktop.




- 7 Using a pen tool, circle the browser's Back button
- 8 Return the pen tool to the pen tray, and touch the interactive whiteboard once to launch the menu. Select **Close Ink Layer**.

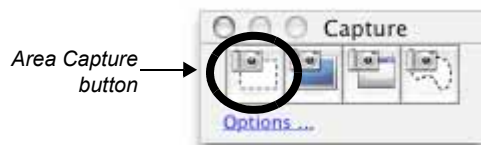


- 9 Press the **Undo** button on the Floating Tools toolbar.

You have now confirmed that you can clear your notes by touching the interactive whiteboard, then restore your notes by pressing the **Undo** button.

- 10 To ensure you will be able to capture and save important information for a future lesson or presentation, launch the Screen Capture toolbar by pressing the SMART Board Tools icon  located in the Dock. Choose **Screen Capture Toolbar** from the menu.

- 11 Press the **Area Capture** button



- 12 Press the interactive whiteboard and, without releasing pressure, drag the selection box using your finger to outline the circle around your browser's Back button. Release your press to capture the image to Notebook software.



NOTE: Notebook software will open automatically, and your notes and background will be saved to a new Notebook page.

- 13 Touch the screen once and select **Close Ink Layer** to clear the circle from your browser's Back button and close the Digital Ink Layer
- 14 Select the unsaved Notebook file from the Dock to view your captured image in Notebook software. Select **File > Save** to save your notes for future reference.

